Career Opportunity

Title	HR 63/2023 — Webmaster
Department	Information & Communications Technology (ICT)
Reports to	Director ICT
Location/Campus	Kukum Campus

The Webmaster serves as the primary contact for all aspects of the university's website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the university.

Minimum Qualification and Experience Requirements:
To be considered for this position the candidate must have:
- A Bachelor's degree in Computer Science or related field required; coursework in digital media (pictures and video), web design, and/or programming languages is highly preferred.

- Equivalent progressive professional experience after achieving diploma level may be substituted for education with approval of Director ICT.

Required Skills/Abilities:
- Extensive knowledge of website management, analytics, design, and SEO best practices and
- standards.
- Working knowledge of or ability to quickly learn WordPress Design, web content management
- systems, applications, and tools used by the university.
- Highly proficient with WordPress, Bootstrap, HTML/CSS; working knowledge of XML, SQL,
- JavaScript, and other programming languages.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Strong analytical, troubleshooting, and problem-solving skills.
- Ability to work both independently, as well as within a team.
- Able to follow the mission, vision, policies, procedures, and guidelines set by the university.
- Ability to follow and learn trending standards of the web design industry. **Please refer to the job description for more information.**

Terms and Conditions

Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services stream. The contract is renewable subject to good performance.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: https://www.sinu.edu.sb/hrd/job/

OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: 3rd October 2023 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

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Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara

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